

# CIVIL SERVICE JOB AIDS

## B50 - LEAVE BENEFIT TRANSACTION ENTRY

TRANSACTION	CODE	Complete fields as indicated: (X = required, -- = blank)			
		AMOUNT	SSN	LB	TIMEBANK
Use	01	X	--	--	--
Use - Family	02	X	--	--	--
Use - Family Sick (AB109)	72	X	--	--	--
Use – Extended Bereavement	BL	X	--	--	--
Use – Family Activity	FA	X	--	--	--
Use – Family Crisis	FC	X	--	--	--
Use – FMLA	FM	X	--	--	--
Use – Fiscal Year	FY	X	--	--	--
Use - In Lieu of Sick Leave	04	X	--	--	--
Use - In Lieu of Excess Hours	IE	X	--	--	--
Use - In Lieu of Family Sick Leave	71	X	--	--	--
Use - Family School Partnership	70	X	--	--	--
Use - Mentor Matching	81	X	--	--	--
Earn	05	X	--	--	--
Earn - Straight CTO	06	X	--	--	--
Earn - Premium CTO	07	X	--	--	--
Earn - FLSA Premium CTO	08	X	--	--	--
Earn - In Lieu of PH	09	X	--	--	--
Earn - In Lieu	12	X	--	--	--
Accrual <sup>1</sup>	10	★	--	--	--
Bonus <sup>1</sup>	28	★	--	--	--
Begin Balance - Accrued & Earned Benefits	24	X	--	--	--
Begin Balance - Regular CTO	25	X	--	--	--
Begin Balance - FLSA Premium CTO	26	X	--	--	--
Begin Total - Usage Only Benefits	27	X	--	--	--
Buy Back	34	X	--	--	--
Cancel	35	X	--	--	--
Cash Out	36	X	--	--	--
Lump Sum	37	★	--	--	--
Transfer To EE (Key for employee who is giving time)	44	X	+	+	--
Transfer From EE (Key for employee who is receiving time)	45	X	++	++	--
Transfer To LB (Key for benefit giving time)	46	X	--	X	--
Transfer From LB (Key for benefit receiving time)	47	X	--	X	--
Transfer to Release Time Bank (Union)	48	X	--	--	X(CBID)
Disability Waiting Period	DW	X	--	--	--
Pending IDL	PI	X	--	--	--
Pending TD	PT	X	--	--	--
Pending LC4800	PL	X	--	--	--
Restore Hours - IDL	RI	X	--	--	--
Restore Hours - NDI	RN	X	--	--	--
Restore Hours - TD	RT	X	--	--	--
Restore Hours - LC4800	RL	X	--	--	--
Supplementation - IDL	SI	X	--	--	--
Supplementation - NDI	SN	X	--	--	--
Supplementation -TD	ST	X	--	--	--
Adjust - Credit (DO NOT use unless instructed by SCO.)	14	X	--	--	--
Adjust - Debit (DO NOT use unless instructed by SCO.)	15	X	--	--	--
TAU Days Limit - Work (Debit)	90	X	--	--	--
Work Adjust (Credit)	91	X	--	--	--

<sup>1</sup> If employee is serving a waiting period for Vacation or Educational Leave post the credit using the bonus transaction code (28).

If employee is not on a waiting period, post the credit using the accrual transaction code (10).

★ amount is system generated

+ enter SSN and benefit of receiving employee

++ enter SSN and benefit of donating employee

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## S50 - STATE SERVICE TRANSACTION ENTRY

On the S50-SS Transaction Entry screen, complete fields as indicated:

TRANSACTION	TRANS CODE	TIME WORKED DYS      HRS	FRACT MO	SS CREDIT
Beginning Balance used for: ( <i>BEGIN BAL</i> ) <ul style="list-style-type: none"> <li>Employee new to LAS</li> <li>Employee returning to LAS after a period of ineligibility</li> </ul>	BB	N/A      **	<ul style="list-style-type: none"> <li>Erase/EREOF if data is displayed</li> <li>ENTER carryover fractional amount <u>or</u></li> <li>leave blank if zero</li> </ul>	<ul style="list-style-type: none"> <li>Erase/EREOF if data is displayed</li> <li>ENTER total State Service (ENTER 0 for a zero balance)</li> </ul>
Full Time Accrual ( <i>SS CREDIT</i> )	CR	N/A      N/A	N/A *	N/A *
Fractional Month Accrual ( <i>FRACT MONTH</i> )	FM	N/A      N/A	N/A *	N/A *
Non-Qualifying Leave Period ( <i>NQLP</i> )	NQ	N/A      N/A	N/A *	N/A *
Hours Worked - (roll code 3) Hourly, Monthly Intermittent ( <i>HOURS WORKED</i> ) <ul style="list-style-type: none"> <li>Hours worked toward State Service credit</li> </ul>	HW	N/A      X	N/A	N/A
Adjustment (roll code 3) + ( <i>ADJ - HOURS</i> ) <ul style="list-style-type: none"> <li>Adjustment of hours worked due to a timebase change involving a hourly, monthly intermittent position</li> </ul>	TH	N/A      X	N/A	N/A
Hours Worked, 1st half (roll code 4) Hourly, Semi-Monthly Intermittent ( <i>HRS WORK 1st</i> ) <ul style="list-style-type: none"> <li>Hours worked 1st half toward a State Service credit</li> </ul>	H1	N/A      X	N/A	N/A
Hours Worked, 2nd half (roll code 4) Hourly, Semi-Monthly Intermittent ( <i>HRS WORK 2nd</i> ) <ul style="list-style-type: none"> <li>Hours worked 2nd half toward a State Service credit</li> </ul>	H2	N/A      X	N/A	N/A
Adjustment (roll code 4)+ ( <i>ADJ - INT</i> ) <ul style="list-style-type: none"> <li>Adjustment of hours worked due to a timebase change involving a hourly, semi-monthly intermittent position</li> </ul>	BH	N/A      X	N/A	N/A

\* Data required in these fields will be system generated.

\*\* Enter carryover hours for positive paid, monthly (roll code 3) and positive paid, semi-monthly (roll code 4) employees.

+ When keying this transaction, always select intermittent EPH from the POSITION SELECTION screen.

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## LEAVE BENEFITS

LEAVE BENEFIT	BENEFIT TYPE	ID	RATE OF MEASURE
Activist Release Time Bank	earned	AR	hours
Administrative Time Off	usage only	AT	hours
Annual Leave	accrued	AL	hours
Bereavement Leave	usage only	BL	hours
Compensating Time Off	earned	CT	hours
Continuing Medical Education	usage only	CM	hours
Dock	usage only	DK	hours
Educational Leave	accrued	EL	hours
Emergency Military Leave (Days)	usage only	EM	days
Emergency Military Leave (Hours)	usage only	HE	hours
Excess Hours	earned	EX/EH*	hours
Family Medical Leave Act	usage only	FM	hours
Holiday Credit	earned	HC	hours
Holiday Informal Time Off	earned	HI	hours
Jury Duty	usage only	JD	hours
Medical Officer of the Day	earned	MO	hours
Mentor Leave	usage	MN	hours
Military Leave (Days)	usage only	ML	days
Military Leave (Hours)	usage only	MH	hours
On Call Assignment	earned	OC	hours
Paid Educational Leave	usage only	PE	hours
PARR - Lawsuit Settlement	earned	PA	hours
Personal Day	accrued	PD	hours
Personal Holiday	accrued	PH	units
Personal Leave Program	earned	PL	hours
Personal Leave Time	earned	LT	hours
Probationary Hours	usage only	HP	hours
Professional Leave	earned	PR	hours
Professional Training	usage only	PT	hours
Seniority Points	usage only	SP	hours
Sick Leave	accrued	SL	hours
Subpoenaed Witness	usage only	SW	hours
TAU - Days Limit	usage only	DL	days
Union Time OFF	usage only	UT	hours
Vacation	accrued	VA	hours
Vacation Bank	earned	VB	hours
Voluntary Personal Leave	earned	PV	hours
V-Time	earned	VT	hours

\*DO NOT use unless instructed by SCO.

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## VALID LEAVE BENEFIT TRANSACTIONS

ID	TRANSACTION CODES
AL	01 04 10 14 15 24 34 35 36 37 44 45 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RT RN SI SN ST
AR	01 05 27 35
AT	01 15 27
BL	01 15 27 FY
CM	01 15 27
CT	01 04 06 07 08 14 15 25 26 35 36 37 44 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
DK	01 27
DL	27 90 91
EL	01 10 14 15 24 28 35 81
EM	01 15 27
EH★	01 04 05 14 15 24 36 37 44 70 71 72 81 DW FA FC FM PI PL PT RI RL RN RT SI SN ST
EX	01 04 05 14 15 24 36 37 44 70 71 72 81 BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
FM	01 14 15 27
HC	01 04 05 09 12 14 15 24 34 36 37 44 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
HE	01 15 27
HI	01 04 05 14 15 24 35 70 71 72 81 BL DW FA FC FM IE PI PL PT PI RL RN RT SI SN ST
HP	27 90
JD	01 15 27
LT	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
MH	01 15 27
MN	01 15 27
ML	01 15 27 01 04 05 14 15 24 36 37 44 70 71 72 81 BL DW FM IE PI PL PT RI RL RN RT SI SN ST
MO	01 04 05 14 15 24 35 36 37 44 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
OC	01 04 05 14 15 24 35 36 27 44 70 71 72 81 DW FA FC FM PI PL PT RI RL RN RT SI SN ST
PA	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PD	01 04 10 14 15 24 35 44 45 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PE	01 15 27
PH	01 04 10 14 15 24 34 35 36 37 44 46 48 70 71 72 81 BL DW FA FC FM PI PL PT RI RL RN RT SI SN ST
PL	01 04 05 14 15 24 34 36 37 44 48 70 71 72 81 DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PR	01 04 05 14 15 24 35 37 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
PT	01 15 27
PV	01 04 05 14 15 24 36 37 44 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SL SN ST
SL	01 02 03 10 14 15 24 37 44 45 72 BL DW FC FM PI PL PT RI RL RN RT SI SN ST
SP	05 27
SW	01 15 27
UT	01 15 27
VA	01 04 10 14 15 24 28 34 35 36 37 44 45 46 47 48 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RN RT SI SN ST
VB	01 04 05 14 15 24 36 46 70 71 72 81 BL DW FM IE PI PL PT RI RL RT RN SI SN ST
VT	01 04 05 14 15 24 36 46 70 71 72 81 BL DW FA FC FM IE PI PL PT RI RL RT RN SI SN ST

★DO NOT use unless instructed by SCO.

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## ACCESSING THE LEAVE MESSAGE SYSTEM (LMS)

### Accessing LMS (can only be accessed from the Main Menu)

To access the Leave Message System, key "MSG" in the ACTN field.  
See example below:

ACTN: **MSG**    SSN \_\_\_\_ \_    LB \_\_\_\_ LV PRD \_\_\_\_

Press the **ENTER** key. The Leave Message Agency/Reporting Unit Selection screen will display.

### Accessing the Batch Message Inquiry screen

- 1) From the Leave Accounting Agency/Reporting Unit Selection screen:  
Key an **X** on the left next to the desired agy/unit.

**OR**

Key in the desired agy/unit numbers in the AGY/UNIT field at the bottom of the screen.

Press the **ENTER** key. The Leave Message Batch Selection screen will display.

- 2) From the Leave Message Batch Selection screen:

Key an **X** on the desired batch of messages.

Press the **ENTER** key. The Batch Message Inquiry screen will display.

### Accessing the Employee Message Inquiry screen

The Employee Message Inquiry screen can be accessed from any of the LMS screens. To access:

Key the desired employee's Social Security Number in the SSN field.

Press the **ENTER** key. The Employee Message Inquiry screen will display.

### Screen Movement

To move from one LMS screen to another:

- ☐ To access the Employee Message Inquiry, key a Social Security Number in the SSN field, then press the ENTER key.
- ☐ To access the Leave Accounting Batch Selection, key an agy/unit in the AGY/UNIT field, then press the ENTER key.
- ☐ Press one of the PF keys indicated at the bottom of the screen.

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## PURGING MESSAGES

Messages can be purged by modifying the purge date using the "Leave Batch Purge Date Modification" screen.

### **Purging a batch of messages or changing the purge date**

1) From the Leave Message Batch Selection screen:

- ◆ Key an **X** on the left next to the desired batch of messages.
- ◆ Press the **PF2** key. The Leave Batch Purge Date Modification screen will display.

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### **Leave Batch Purge Date Modification Screen**

To modify a "Purge Date":

- ◆ Key an **X** next to the Purge Date to be modified. Press the **ENTER** key.
- ◆ Type the new purge date over existing date. Press the **ENTER** key.

The screen will reappear displaying the new date. The transaction will reject if the modified purge date is prior to the entry date or greater than 30 days from the date the screen is accessed.

NOTE: The batch will be purged Close of Business (COB) on the purge date.

Messages can be purged using the "Employee Message Inquiry" screen.

### **Purging an employee's message**

1) From any LMS screen:

- ◆ Key employee's Social Security Number in the SSN field at the bottom of the screen.
- ◆ Press the **ENTER** key. The Employee Message Inquiry screen will display.

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### **Employee Message Inquiry Screen**

To delete a message from the screen:

- ◆ Place an **X** in the field next to the purge date.
- ◆ Press the **PF2** key. The screen will display a verification of action message.
- ◆ Press the **ENTER** key. Message is deleted and a confirmation message will display.

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## LEAVE BENEFIT SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LB TRANSACTION ENTRY Post leave benefit transactions.	<b>B50</b>	<b>X</b>	<b>X</b>	LB INQUIRY <sup>1</sup> Displays <u>current</u> information for state service and leave benefit balances.	<b>B10</b>	<b>N/A</b>	<b>N/A</b>
LB VOID TRANSACTION ENTRY Void previously posted transactions for the leave benefit.	<b>B52</b>	<b>X</b>	<b>*</b>	LB DETAIL INQUIRY Displays <u>current</u> information for one benefit including: * Establishment Period * Accrual Rate * Balance	<b>B12</b>	<b>X</b>	<b>N/A</b>
LB ADD Establish accrued type benefits that are new for the employee.	<b>B66</b>	<b>X</b>	<b>N/A</b>	LB HISTORY SUMMARY CTO HISTORY SUMMARY Displays history of the requested leave benefit.	<b>B14</b>	<b>X</b>	<b>*</b>
LB ESTABLISHMENT PRD MAINT Add, modify, or delete establishment periods for an accrued benefit.	<b>B68</b>	<b>X</b>	<b>N/A</b>	LB TRANSACTION HISTORY INQUIRY Displays a history of leave benefit transactions for the requested benefit.	<b>B16</b>	<b>X</b>	<b>*</b>
WAITING PERIOD MAINT Add, modify or delete a waiting period for an accrued benefit.	<b>B74</b>	<b>X</b>	<b>N/A</b>	LB CHARACTERISTICS HISTORY INQUIRY History of Establishment Periods, Waiting Periods, Non-Standard Rates, and Vacation 10 month for one benefit.	<b>B18</b>	<b>X</b>	<b>N/A</b>
NON-STANDARD RATE MAINT Add, modify, or delete a Non-Standard Rate for an accrued benefit.	<b>B70</b>	<b>X</b>	<b>N/A</b>	LB LIST Displays all leave benefits ever established or created on the system for an employee.	<b>B20</b>	<b>N/A</b>	<b>N/A</b>
VAC 10-MONTH MAINT Add, modify, or delete the Vacation 10 Month. (Department of Education Only)	<b>B76</b>	<b>X</b>	<b>N/A</b>				
ANNUAL LEAVE DELETE Refer to Examples, Annual Leave Established In Error	<b>B72</b>	<b>N/A</b>	<b>N/A</b>				

\* If blank, all history will display beginning with oldest leave period.

**X** Required.

<sup>1</sup> Accrued benefits will display if establishment period is "active" (i.e., Establishment Period END LV PRD equals 99/99). Earned and Usage Only benefits display if balance/total is greater than zero.

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## STATE SERVICE SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
SS TRANSACTION ENTRY Update State Service transactions.	<b>S50</b>	N/A	<b>X</b>	SS HISTORY SUMMARY INQUIRY Displays the history of state service activities.	<b>S14</b>	N/A	*
SS VOID TRANSACTION ENTRY Void previously posted state service transactions.	<b>S52</b>	N/A	*	SS TRANSACTION HISTORY INQUIRY Displays a history of state service transactions.	<b>S16</b>	N/A	*
SS OUT-OF-SERVICE MAINT Do not use unless instructed by SCO.(Usually BB needed instead)	<b>S60</b>	N/A	N/A				
<p>* If blank, all history will display beginning with oldest leave period.</p> <p><b>X</b> Required.</p>							

## MISCELLANEOUS SCREENS

UPDATE				INQUIRY			
SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD	SCREEN NAME/ FUNCTION	ACTION CODE	LB ID	LV PRD
LV SYSTEM ELIGIBILITY MAINT Designate eligibility: LSE - Leave System Eligible NLSE - Not Leave System Eligible	<b>P62</b>	N/A	N/A	EMPLOYEE POSITION HISTORY INQUIRY Lists all EPH records.	<b>P18</b>	N/A	N/A
LB NON-ACCRUAL MAINT <ul style="list-style-type: none"> <li>Used to designate non-work status for 9/12, 10/12 and 11/12 employees.</li> <li>Identifies Non-Payroll Status for 340/341 PAR transactions.</li> <li>Identifies non-accrual months for temporary separations.</li> </ul>	<b>P64</b>	N/A	N/A				



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## NLSE

### Not Leave System Eligible

<b>Definition</b>	NLSE designations are keyed on LAS for employees who, due to special circumstances, should not be included on the system.  EXAMPLE: Employee is in multiple/additional positions (multiple Position Sequences) and both positions are subject to State Service and Leave Benefits. LAS can only process State Service and Leave Benefits for one Position Sequence; therefore, the employee can not be maintained on LAS.
<b>How to Key NLSE</b>	To designate an employee NLSE use the P62 - Leave System Eligibility Maintenance screen. See Chapter B, page B9.
<b>Impact of NLSE</b>	When an employee is designated NLSE, <b>all</b> PAR transactions will be ignored by LAS until a "LSE" designation transaction is keyed on the P62 - Leave Eligibility Maintenance screen.

#### TRACK & FLAG PAR'S FOR EMPLOYEES DESIGNATED NLSE

LAS ignores **all** PAR transactions processed for employees designated NLSE. Because the system will not automatically determine eligibility for an employee designated NLSE, Turnaround PAR's should be tracked and flagged to insure that they are reviewed for leave system eligibility each time a PAR transaction is documented.

<b>How to Flag</b>	To flag the PAR, note in large RED letters "NLSE" at the top left corner of the PAR.
<b>How to Track</b>	Each time you prepare a PAR for an employee that has been designated NLSE, you must determine if the PAR will change the status of the employee to leave system eligible.

When documenting a PAR that is flagged "NLSE", review the employee's PAR transaction for LAS eligibility:

- If the employee's circumstances do not change and he/she remains ineligible, flag the new Turnaround PAR.
- If the PAR transaction will change the employee's circumstances to eligible on LAS, key a "LSE" designation on the P62 - Leave System Eligibility Maintenance screen (see instructions on page B9 of the LAS Manual) and refer to Workbook procedures in the Processes section regarding Continuing or Previously on LAS or Chapter F, "PAR/PPT Transaction Within Your Department/Campus - Previously Or Continuing On LAS".